

JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA



The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified Ghanaian for the position of **PROGRAM COORDINATING SPECIALIST** in the USAID/West Africa Regional Program Office. The USAID/WA Program Coordinator Specialist is a senior level specialist on program issues and plays a key role in advising on program and project issues, and provides overall program support to the Mission's five technical program teams; Regional Peace and Governance, Regional Health; Regional Trade and Investment; Regional Agriculture and Regional Environment and Climate Change Response. The Program Coordinating Specialist also plays a key role in managing programs, tracking, monitoring and evaluation systems designed to assist Mission management in assessing overall program results in West Africa.

Education & Prior Work Experience: A Bachelor's degree in development studies, economics, social science, business or public administration is required. Additionally, five years of progressively responsible experience in program-related work, which includes analyzing problems, working with teams to develop solutions, writing analytic reports, and using empirical data to improve the effectiveness of the work product is required.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://www.usaid.gov/west-africa-regional/work-with-us/careers>

Salary Range: GH¢ 34,074.00 – GH¢51, 1135.00 p.a. (depending on qualification and experience)

Interested individuals should submit cover letter, relevant certificates and Curriculum Vitae with references to:

Human Resources Office
American Embassy, Accra
P.O. Box GP194, Accra
by Email to AccraHRO@state.gov

CLOSING DATE: February 01, 2014

Please note that only short-listed applicants will be contacted.

USAID/West Africa anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.